



Intellectual Property Office of Singapore (IPOS)

Intellectual Property to Singapore (IP²SG)

User Manual – e-Filing for Patents Form 11



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IPOS: User Manual for e-Filing Portal – SIGN-OFF

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REVISION HISTORY

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1 INTRODUCTION

1.1 Overview

Where the application has complied with all the formal requirements, the applicant may proceed to the search and examination process.

1.2 About this Manual

This document is intended for users who wish to file Patents Form 11 (Request for Search and Examination Report) online via IP²SG. It provides a step by step guide on how to complete and submit the form.

Services on IP²SG can be accessed and used by both account and non-account holders. However, account holders are requested to login into IP²SG with their SingPass.

2 COMMON SECTION FOR (NON-ACCOUNT HOLDERS)

For users who do not have an IP²SG account, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

2.1 Form Available on IP²SG

2.1.1 Form Listing

Click on “Forms” on the left menu to view the list of forms available for filings on IP²SG.

Form No.	Description	Fee (\$\$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
PF8	Statement of Inventorship and of Right to Grant of Patent	No Fee	PF8 (41KB) User Guide (42KB)
PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 1 – Form Listing

2.1.2 Form Search

The following function allows the user to search for a particular form.

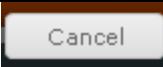
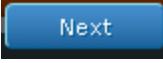
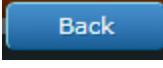
Figure 2 – Form Search

- Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
- Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
- Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

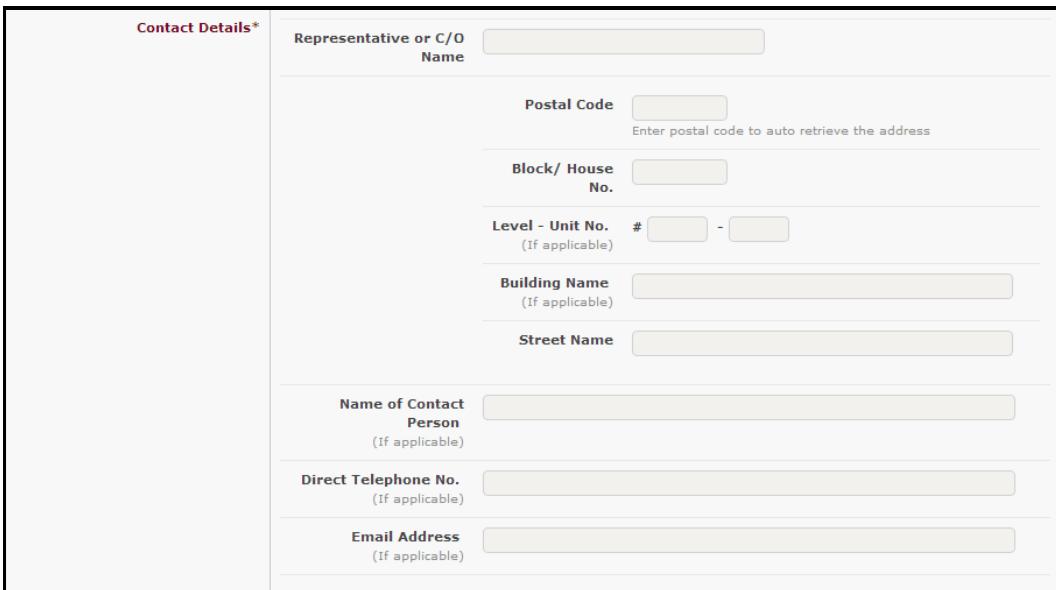
2.2 Features Common to Forms on IP²SG

2.2.1 Common Buttons

The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2.2.2 Contact Details



The screenshot shows a form titled 'Contact Details*'. The fields are as follows:

- Representative or C/O Name: Text input field.
- Postal Code: Text input field with a note: 'Enter postal code to auto retrieve the address'.
- Block/ House No.: Text input field.
- Level - Unit No.: Text input field with a note: '(If applicable)'.
- Building Name: Text input field with a note: '(If applicable)'.
- Street Name: Text input field.
- Name of Contact Person: Text input field with a note: '(If applicable)'.
- Direct Telephone No.: Text input field with a note: '(If applicable)'.
- Email Address: Text input field with a note: '(If applicable)'.

Figure 3 – Contact Details

1. **Representative or C/O Name:** Enter the required data in the field provided.

Note:

- Representative or C/O Name is not a mandatory field and should be entered only if the user is filing the form on behalf of the person filing the form.

2. **Address for Service in Singapore:**

i. **Postal Code:** Enter a valid 6-digit postal code in the field provided.

Note:

- Block / House No., Building Name (if applicable) & Street Name will

- be auto-populated if a valid postal code is entered.
- An error message will be displayed if an invalid postal code is entered.

ii. **Level - Unit No.:** Enter the data in the field provided if applicable.

3. **Name of Contact Person:** Enter the data in the field provided if applicable.

4. **Direct Telephone No.:** Enter the data in the field provided if applicable.

Note:

- Minimum of 8-digits.
- Alphabets, special characters and spacing are not allowed.

5. **Email Address:** Enter a valid email address in the field provided if applicable.

Note:

- An error message will be displayed if an invalid Email Address is entered.

2.2.3 Declaration

Figure 4 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

2.3 Saving, Retrieving & Deleting a Form

2.3.1 Saving a Form

1. Click on **Save** located at the top of the page.

Note:

- All mandatory fields should be provided before saving the draft. Otherwise, the user will be prompted to enter the mandatory fields.

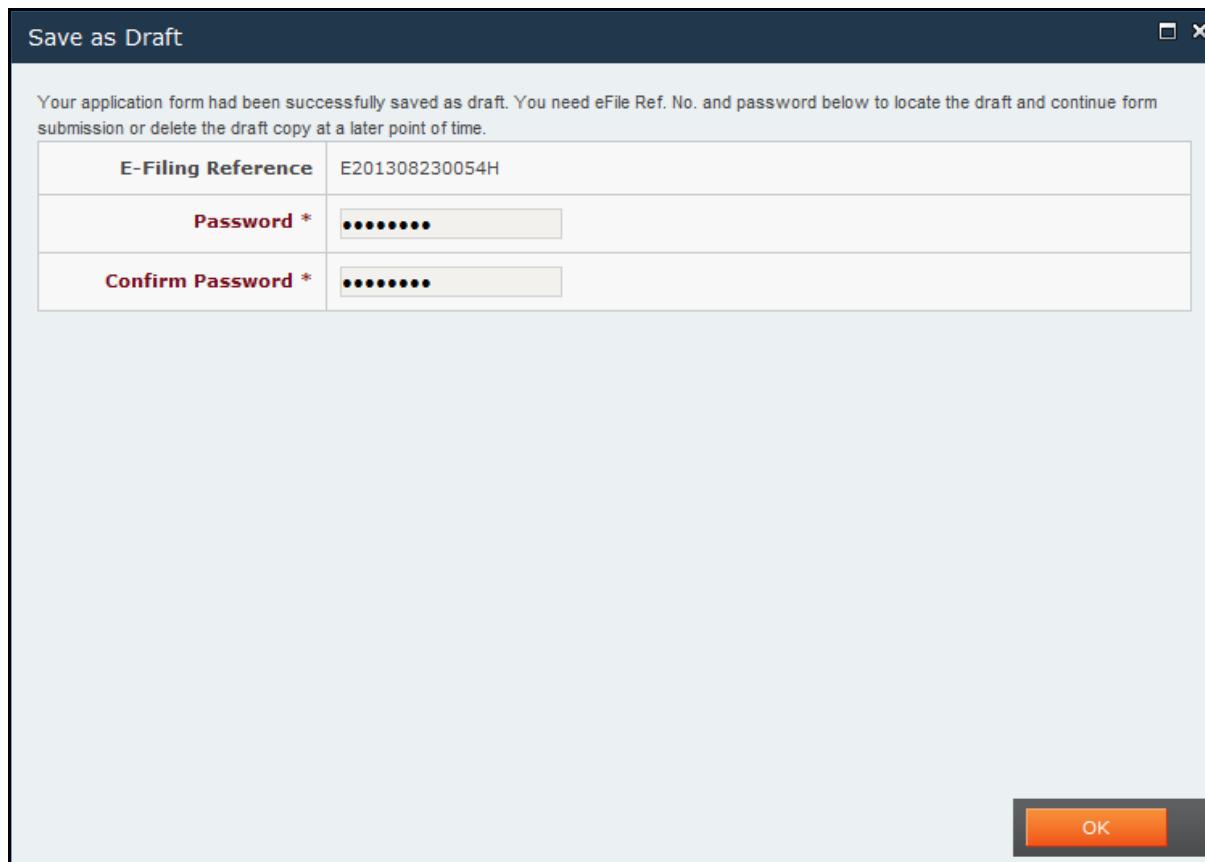


Figure 5 – Prompt for password when saving drafts

2. The user will be prompted to key in his or her preferred password:
 - i. **Password**: Enter the user's preferred password in the field provided.
 - ii. **Confirm Password**: Enter the same password for confirmation.

Note:

- Both passwords must be identical.
- Password can consist of alpha-numeric characters.
- The user is advised to note down the e-filing reference number and the password before clicking on **OK**, as both are required to retrieve the draft.

3. Click on **OK** to save the draft and return to the respective forms. .

2.3.2 Retrieve Drafts

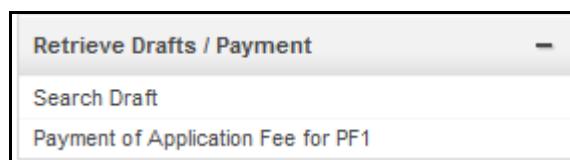


Figure 6 – Search Draft option

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

Figure 7 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that the user has saved.
 - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
 - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

Note:

- Draft for forms that have been submitted cannot be retrieved.

3. Click on **Open Draft** to retrieve the draft.

Pre-requisites:
This form should be filed only for an application which is an international application that has entered national phase in Singapore before XX/YY, after 01/07/2004.

Estimated Time:
This form may take approximately 3 - 5 minutes to complete.

General:
a. * denotes mandatory fields.
b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.

PART 1
Applicant/ Agent Reference

PART 2
Application No.*: 2004047502
Title of Invention: METHOD FOR PRODUCING A MATERIAL CONTAINING MODIFIED SULFUR

PART 3
Name of Applicant*
S/No. Name UEN/ Company Code
1 NIPPON OIL CORPORATION 341430

Figure 8 – Draft retrieved

4. The respective form with the details entered earlier on will be displayed.

2.3.3 Delete Draft

Figure 9 – Search Draft option

1. Click on "Search Draft" under "Retrieve Drafts / Payment" on the left panel menu.

Retrieve Draft

e-Filing Ref. Number* E201308230054H

Password*

Open Draft **Delete Draft**

Figure 10 – Retrieval of Drafts

2. The user will be prompted to enter the e-filing reference number and password to retrieve the draft that they have saved.
 - i. **E-Filing Ref. Number:** This field is for the user to enter the e-filing reference number of the previously saved form. Enter the e-filing reference number in the field provided.
 - ii. **Password:** This field is for the user to enter the password provided earlier when saving the form. Enter the password in the field provided.

Note:

- Deleted drafts that have been submitted cannot be retrieved.

3. Click on **Delete Draft** to delete the draft.

Retrieve Draft

Action has been performed successfully.

e-Filing Ref. Number* E201308230054H

Password*

Open Draft **Delete Draft**

Figure 11 – Deletion of draft

4. A message will be displayed when the draft is deleted successfully.

2.4 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Checkout Confirmation page to select a mode of payment.

Checkout Confirmation

S/No.	Item Description	eFile Ref. No	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
1	Request for the grant of a patent	E201309040091H	SAUL, REINER			160.00	Details

Total Amount \$160.00

Payment Method eNETS Direct Debit eNETS Credit Card

Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.

Save **Checkout**

Figure 12 – Checkout Confirmation

1. Select a mode of payment.
2. If the user wishes to proceed with payment at another time, click on **Save** to save the draft.
3. Click on **Checkout** to proceed with the payment process.

Note:

- It is mandatory to select a mode of payment.

Monday, 26 August 2013

eNETS

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

TRANSACTION INFORMATION

Merchant Name	TEST: Intel Prop Office of SG
Merchant Reference Code	201308261514016561P
NETS Reference Code	20130826152357786
Amount	SGD 200.00

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.

CVV / CVC2 [\[What is CVV/CVV2/CID\]](#)

Expiry Date Month (eg: 2013)

I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.



Figure 13 – eNETS Card Payment

4. The user will be required to enter his or her credit or debit card details.
5. Check on to agree with the terms.
6. Click on  to carry on with the payment process.

3 COMMON SECTION (ACCOUNT HOLDERS)

For users who are account holders on IP²SG, this section describes the features that are common to forms available on IP²SG. Mandatory fields are denoted by red text with asterisk.

3.1 Login



Figure 14 – Login

1. The login screen is located at the upper left hand side of the web page.
2. Click on **Login with SingPass** to login with SingPass account. The user will be directed to SingPass login page as illustrated below:

Figure 15 – SingPass Login Page

3. SingPass ID: Enter the user's SingPass ID in the field provided.
4. SingPass: Enter the user's SingPass password in the field provided.
5. Click on **Submit** to complete the login process. Upon successful login, the user will be directed back to IP²SG.

3.2 Forms Available on IP²SG

3.2.1 Form Listing

Click on “Forms” on the left hand menu to view the list of forms available for filing on IP²SG.

Form No.	Description	Fee (\$\$)	Download Forms
PF1	Request for Grant of Patent	160.00	PF1 (36KB) User Guide (42KB)
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PF10	Request for Search Report or Supplementary Search Report	1,925.00	PF10 (36KB) User Guide (42KB)
PF11	Request for Search and Examination Report	2,600.00	PF11 (33KB) User Guide (42KB)
PF11A	Furnishing of Prescribed Details	No Fee	PF11A (37KB) User Guide (42KB)
PF11B	Furnishing of Prescribed Information	No Fee	PF11B (38KB) User Guide (42KB)

Figure 16 – Form Listing

3.2.2 Form Search

The following function allows the user to search for a particular form.

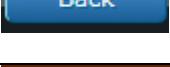
Figure 17 – Form Search

1. Under '**Group**', the user can search for form(s) based on the nature of the transaction, e.g. Correction of errors.
2. Under '**Registry**', the user can search for form(s) based on the type of IP, e.g. Patents.
3. Under '**Form (Search by keyword)**', the user can search for form(s) based on keyword(s), e.g. Examination.

3.3 Features Common to Forms on IP²SG

3.3.1 Common Buttons

Following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the application into the system.

3.3.2 Contact Details

For account holders, the contact details associated with the user login will be auto-populated.

Note:

- The details that are retrieved cannot be amended.

Contact Details*	
<p>Representation Type <input checked="" type="checkbox"/> Agent</p> <p>Agent UEN/ Company Code 201107631H</p> <p>Agent Name Johnson LLP</p> <p>Representative or C/O Name (If applicable)</p>	
Address For Service in Singapore	
<p>Postal Code 068893</p> <p>Enter postal code to auto retrieve the address</p> <p>Block/ House No. 61</p> <p>Level - Unit No. # _____ - _____ (If applicable)</p> <p>Building Name (If applicable) ROBINSON CENTRE</p> <p>Street Name ROBINSON ROAD</p>	
<p>Name of Contact Person (If applicable)</p> <p>Direct Telephone No. (If applicable)</p> <p>Email Address (If applicable)</p>	

Figure 18 – Contact Details

- Representation Type:** Select by clicking the checkbox.
- Representative or C/O Name:** Enter the required data in the field provided if applicable.

Note:

- UEN & Agent Name will be populated when Agent checkbox is selected.
- Representative or C/O Name is not a mandatory field and should be entered only if the user is not the Applicant or an Agent acting on behalf of the Applicant.

- Address for Service in Singapore:**

- Upon login to the system, the address for service will be populated.

- Name of Contact Person:** Enter the data in the field provided if applicable.
- Direct Telephone No.:** Enter the data in the field provided if applicable.

Note:

- Minimum of 8 digits.
- Alphabets and special characters are not allowed.

- Email Address:** Enter a valid email address in the field provided if applicable.

Note:

- An error message will be displayed if an invalid Email Address is entered.

3.3.3 Declaration

Declaration *

By Person Filing the Form

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

By Agent

I, the undersigned, do hereby declare that :

- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

Name of Declarant

Name *

Figure 19 – Declaration

1. **Name of Declarant:** Enter the required data in the field provided.

3.4 Saving, Retrieving & Deleting a Form

3.4.1 Saving a Form

1. To save any submission, click on **Save** located at the top of the page.

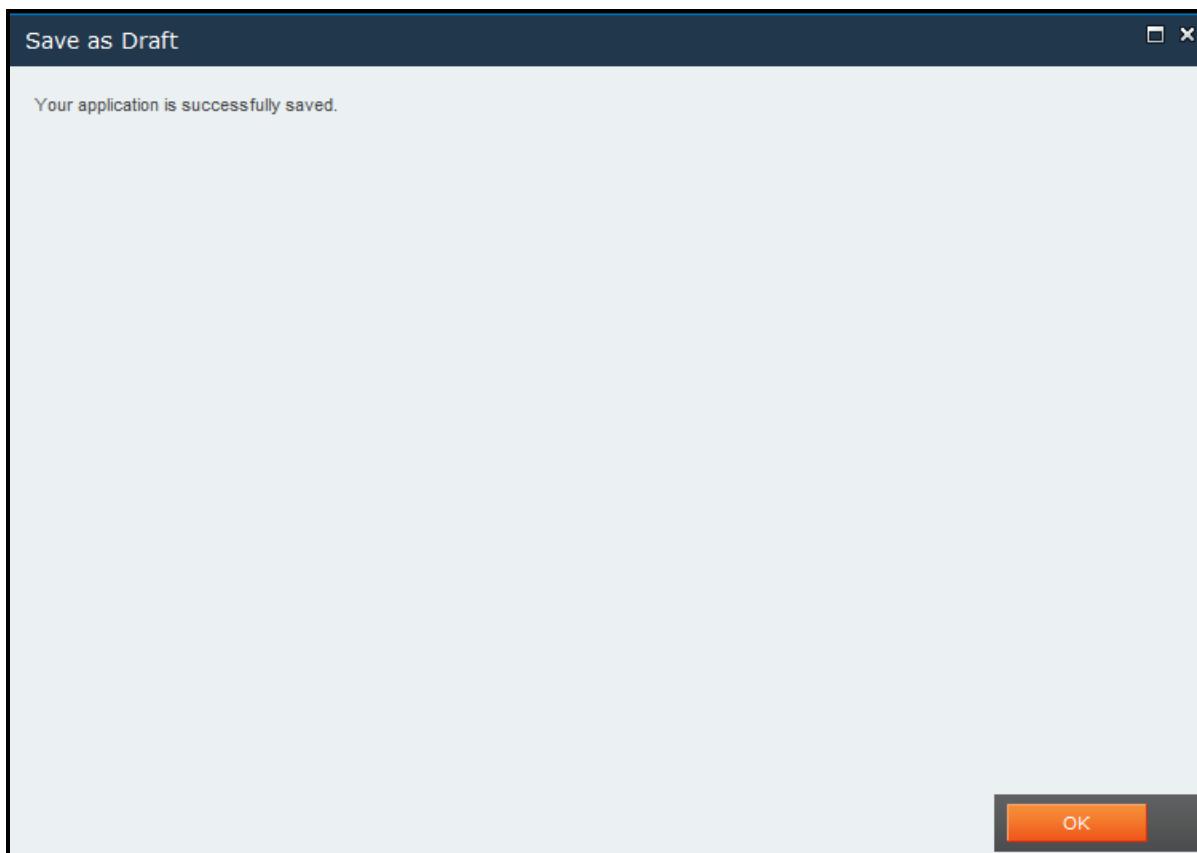


Figure 20 – Draft has been saved

2. Upon successful saving of the draft, the user will be prompted that the draft has been saved.
3. Click on **OK** to close the prompt and return to the form.

3.4.2 Retrieve Draft

1. The user will be required to log into the system.



Figure 21 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft					
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY
<input type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	5	E201307150030E	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) [≤≤](#) [≤](#) [≥](#) [≥≥](#) 10 [▼](#)

[Remove from Draft](#)

Figure 22 – List of Drafts

3. A list of draft forms that has been saved under this account will be displayed.
4. Click on the hyperlink under the “eFile Ref. No” to retrieve the draft(s).

Note:

- Drafts for forms that have been submitted will not be retrieved.

3.4.3 Delete Draft

1. The user will be required to log into the system.



Figure 23 – Search Draft option

2. Click on “Retrieve Drafts” under “Online Filing” on the left panel menu.

Retrieve Draft						
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name	
<input type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY	
<input type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.	
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD	
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION	
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION	
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED	
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY	

Page 1 / 1 of 7 record(s)

<< < 1 > >>

10

Remove from Draft**Figure 24 – List of Drafts**

3. A list of draft forms that have been saved under this account will be displayed.

Retrieve Draft						
Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name	
<input checked="" type="checkbox"/>	1	E201308240010H	Request to Appoint, Change or Remove an Agent	2011029758	EASTMAN CHEMICAL COMPANY	
<input checked="" type="checkbox"/>	2	E201308130048A	Application to Register, Amend or Terminate a Security Interest	2012024253	PHENOMENOME DISCOVERIES INC.	
<input type="checkbox"/>	3	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD	
<input type="checkbox"/>	4	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION	
<input type="checkbox"/>	5	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION	
<input type="checkbox"/>	6	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED	
<input type="checkbox"/>	7	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY	

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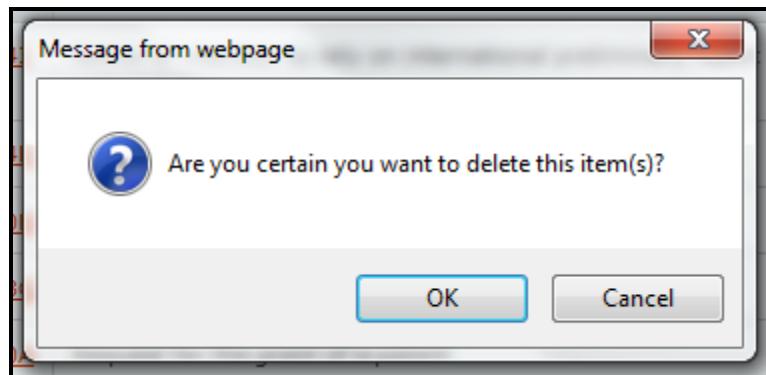
<< < 1 > >>

10

Remove from Draft**Figure 25 – Selection of drafts to be deleted**

4. Select the draft(s) to be removed.

5. Click on **Remove from Draft**.

**Figure 26 – Confirmation on deletion of draft**

6. The user will be prompted for confirmation to remove the selected draft(s).

7. Click on **OK** to delete the draft(s).

Retrieve Draft

• Action has been performed successfully.

Select	S/No.	eFile Ref. No.	Item Description	Application No.	Applicant Name
<input type="checkbox"/>	1	E201307160101C	Application to Register, Amend or Terminate a Licence	2009027269	SASOL TECHNOLOGY (PTY) LTD
<input type="checkbox"/>	2	E201307160045B	Application to Register, Amend or Terminate a Licence	2010091056	HOYA CORPORATION
<input type="checkbox"/>	3	E201307150030F	Application to amend specification after grant	2011048659	INTEL CORPORATION
<input type="checkbox"/>	4	E201307120073C	Request for a search and examination report	2005017454	SONOPTIX (UK) LIMITED
<input type="checkbox"/>	5	E201307110069C	Application to Register a Trade Mark, Collective Mark or Certification Mark		ZHEJIANG MEDICINE CO., LTD. XINCHANG PHARMACEUTICAL FACTORY

Page 1 / 1 of 7 record(s) [≤≤](#) [≤](#) [1](#) [≥](#) [≥≥](#) [10](#) [▼](#)

[Remove from Draft](#)

Figure 27 – Draft successfully deleted

8. A message will be displayed when the draft(s) is/are deleted.

9. Alternatively, click on [Cancel](#) to cancel the removal of the selected draft(s). The user will be directed back to the list of the retrieved drafts.

3.5 Payment (for Forms with Fee)

When the user is ready to submit a form, he or she will be brought to the Payment Cart to confirm which forms are to be paid.

Payment Cart

<input type="checkbox"/>	S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
<input checked="" type="checkbox"/>	1	Payment of fee for publication of translation of international application and/or any amendment to the international application	E201308310005C	MEMTEC AMERICA CORPORATION	1995017109		70.00	Details

Total Amount [\\$70.00](#)

[Remove from Cart](#) [Proceed to Checkout](#)

Figure 28 – Payment Cart

1. Select the relevant form by clicking on the checkbox.
2. Click on [Remove from Cart](#) to remove the form from the Payment Cart.
3. Click on [Proceed to Checkout](#) to proceed to the next step of choosing a mode of payment.

Checkout Confirmation

S/No.	Item Description	eFile Ref. No.	Applicant Name	Application No.	Applicant/ Agent Reference No.	Amount (\$)	Payment Details
1	Entry into National Phase	E201312170053D	SUN CHEMICAL CORPORATION			200.00	Details

Total Amount [\\$200.00](#)

Payment Method

eNETS Direct Debit
 eNETS Credit Card
 GIRO

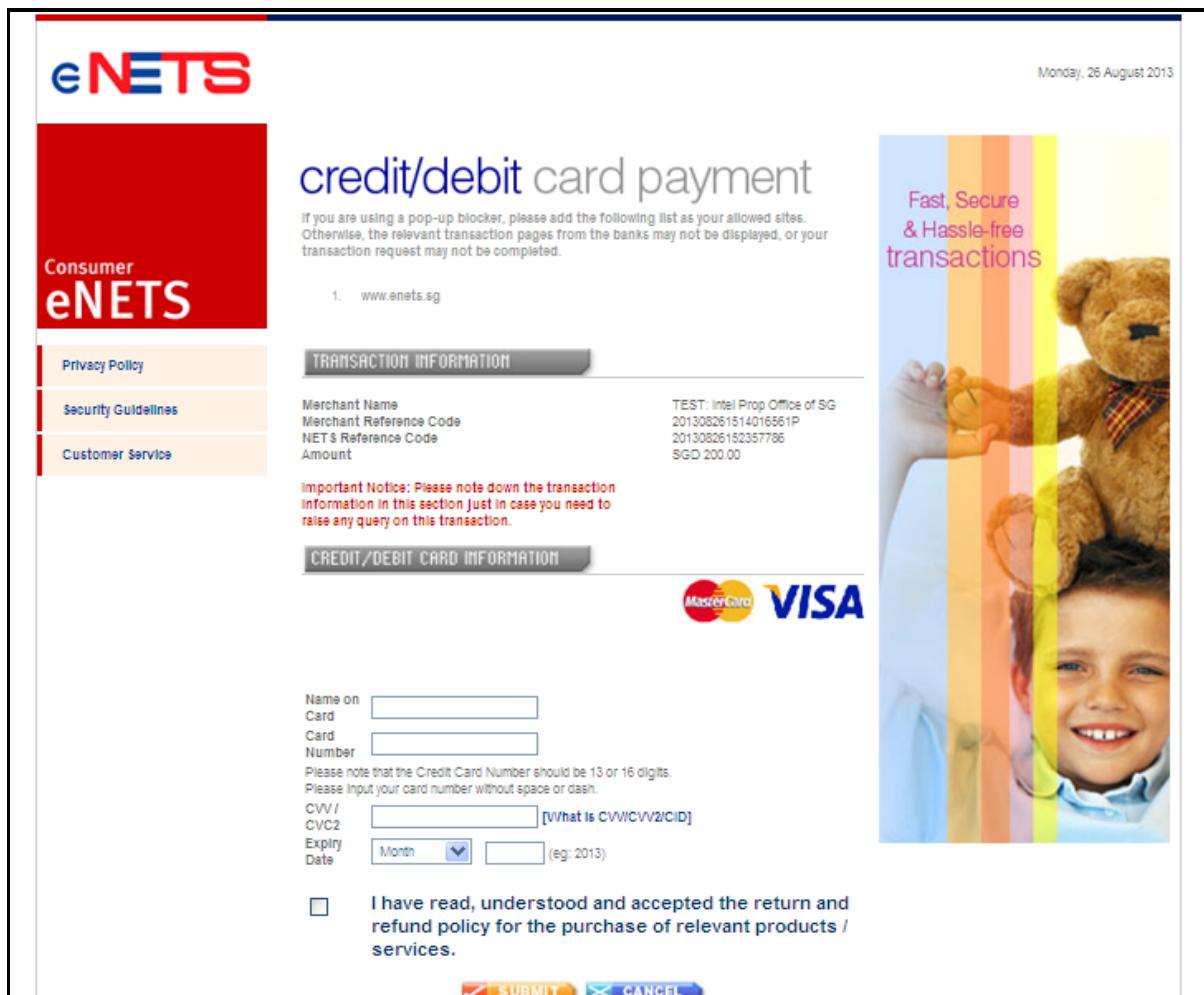
Reminder: Please make sure the web browser pop-up blocker is off so that eNETS transaction can go through.

[Checkout](#)

Figure 29 – Checkout Confirmation

4. Select a mode of payment.

5. Click on **Checkout** to proceed with the payment process.



The screenshot shows the eNETS card payment interface. At the top, the eNETS logo is on the left, and the date 'Monday, 26 August 2013' is on the right. A red sidebar on the left contains links for 'Consumer', 'eNETS', 'Privacy Policy', 'Security Guidelines', and 'Customer Service'. The main content area has a title 'credit/debit card payment'. It includes a note about pop-up blockers and a list of 1. www.enets.sg. Below this is a 'TRANSACTION INFORMATION' section with fields for Merchant Name (TEST: Intel Prop Office of SG), Merchant Reference Code (201308261514016561P), NETS Reference Code (20130826152357786), and Amount (SGD 200.00). An 'Important Notice' section asks users to note down the transaction information. The 'CREDIT/DEBIT CARD INFORMATION' section contains fields for Name on Card, Card Number, CVV/CVC2, and Expiry Date. It also includes a note about card number length and a link for 'What is CVV/CVV2/CID?'. A checkbox for accepting terms and conditions is present, followed by 'SUBMIT' and 'CANCEL' buttons. To the right, there is a vertical graphic with the text 'Fast, Secure & Hassle-free transactions' and a photo of a smiling child holding a teddy bear.

Figure 30 – eNETS Card Payment

6. If eNets is selected, the user will be required to enter his or her credit or debit card details.

7. Check on to agree with the terms.

8. Click on **✓ SUBMIT** to carry on with the payment process.

Note:

- If payment has been made by GIRO, system will instead display an acknowledgement page.

4 COMPLETION AND SUBMISSION OF FORMS

4.1 Patents Form 11 - Request for a Search and Examination Report

This section describes the steps in the completion and submission of the form. Mandatory fields are denoted by red text with asterisk.

4.1.1 Part 1: Applicant / Agent Reference

PART 1	
Applicant/ Agent Reference	<input type="text"/>

Figure 31 – Part 1: Applicant / Agent Reference

1. **Applicant / Agent Reference:** This Part is for the user to provide a reference no. to aid in tracking the submission of the request. Enter any value in the field provided if applicable.

Note:

- Applicant / Agent Reference is not a mandatory field.
- Alphabets, numbers and special characters are allowed.

4.1.2 Part 2: Application Number

PART 2	
Application No.*	<input type="text"/>
Title of Invention	

Figure 32 – Part 2: Application No. / Title of Invention

1. **Application No.:** This Part is for the user to enter the application number to commence the e-filing of Patents Form 11. Enter the application number in the field provided.

Note:

- Application No. is a mandatory field.
- Application No. entered must not belong to an application that has been granted.
- Application No. format should be as follows:
 - <NN><YYYY>12345<C>-<00>
 - Where <NN> indicates type of registry, e.g '10' is for PT PF1
 - Where <YYYY> indicates year
 - Where <12345> indicates running number in each registry
 - Where <C> indicates a checksum for alphabet.

2. Click anywhere on the screen. The system will retrieve the related title of invention.

PART 2	
Application No.*	2011089893
Title of Invention	HORIZONTAL GROUNDING SYSTEM

Figure 33 – Part 2: Displaying of Title of Invention

3. **Title of Invention:** This Part will display the title of invention of the application.

Note:

- Title of Invention is a non-editable field.

4.1.3 Part 3: Name of Applicant

PART 3			
Name of Applicant	S/No.	Name	UEN/ Company Code
	1	UNIVERSITI PUTRA MALAYSIA	CO236894A

Figure 34 – Part 3: Name of Applicant

- Name of Applicant:** The applicant(s) associated with the application number will be displayed in this Part. It will be auto-populated together with the Title of Invention upon entering in a valid application number.

Note:

- Name of Applicant is a non-editable field.

4.1.4 Part 4: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)

PART 4	
Please select if applicable	
ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)	<input type="checkbox"/> ASPEC / PPH requested and required documents are attached

Attachments

File*	<input type="text"/>	Browse...
DocType	<input type="button" value="Please Select..."/> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; height: 150px; margin-top: 5px;"> Please Select... ASPEC Cited Documents ASPEC Claims Correspondence Table ASPEC Request Form ASPEC Search and Examination Report Cover Letter International Preliminary Report on Patentability Chapter I International Preliminary Report on Patentability Chapter II Supporting Document(s) Verification of English Translation </div>	
Captcha		

Figure 35 – Part 4: ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH)

- ASEAN Patent Examination Co-operation (ASPEC) / Patent Prosecution Highway (PPH):** The user may select this option to request for ASPEC or PPH in Singapore. ASPEC is a patent work sharing programme among the ASEAN IP Offices. PPH is also a patent work sharing programme and IPOS has established a PPH pilot programme with the State Intellectual Property Office of the People's Republic of China (SIPO). By selecting this option, the user may be able to accelerate the prosecution of his corresponding patent application in Singapore on the basis of a search and examination report from another participating ASEAN IP Office, or on the basis of certain required information of the China application.
- If the option is selected and an ASPEC request is intended, the user will be required to attach the required documents based on current ASPEC Notice and Procedures under the corresponding ASPEC DocType(s) in Part 7 to complete the ASPEC request. If a PPH request is intended, the user will be required to attach the required documents of the China application based on current PPH Notice and Procedures under the DocType "Supporting Document(s)" in Part 7 to complete the PPH request.

Note:

- Select the ASPEC / PPH checkbox if applicable.

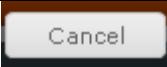
4.1.5 Part 5: Contact Details

PART 5

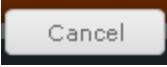
Contact Details*	
Representative or C/O Name (If applicable)	Desmond Teo
Address For Service in Singapore	
Postal Code	640185
Enter postal code to auto retrieve the address	
Block/ House No.	185
Level - Unit No.	# 12 - 21
(If applicable)	
Building Name (If applicable)	
Street Name	BOON LAY AVENUE
Name of Contact Person (If applicable)	Ryan Wong
Direct Telephone No. (If applicable)	63301234
Email Address (If applicable)	ryan.wong@abc.com

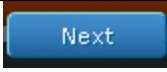
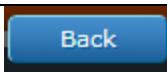
Figure 36 – Part 5: Contact Details

1. For non-account holders, please refer to the common section **(2.2.2 The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.**

Button Names	Button Description
 Cancel	Allows the user to cancel the current operation.
 Save	Allows the user to save the content and continue at a later time.
 Next	Allows the user to navigate to the next page.
 Back	Allows the user to navigate to the previous page.
 Submit	Allows the user to submit the form.

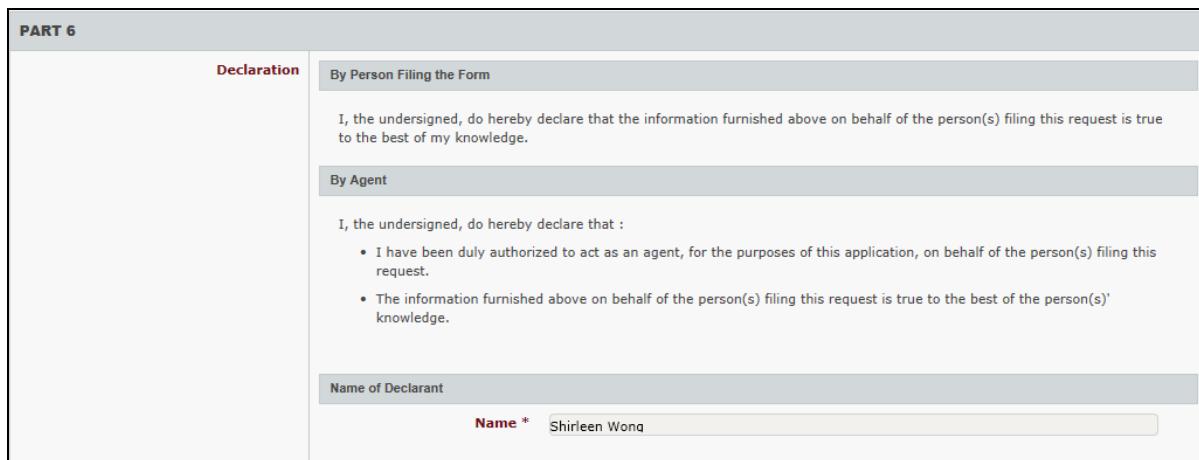
Contact Details The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
 Cancel	Allows the user to cancel the current operation.
 Save	Allows the user to save the content and continue at a later time.

	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

2. Contact Details). For account holders, please refer to the common section (Error! Reference source not found. Error! Reference source not found.) for details.

4.1.6 Part 6: Declaration



PART 6

Declaration

By Person Filing the Form

I, the undersigned, do hereby declare that the information furnished above on behalf of the person(s) filing this request is true to the best of my knowledge.

By Agent

I, the undersigned, do hereby declare that :

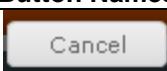
- I have been duly authorized to act as an agent, for the purposes of this application, on behalf of the person(s) filing this request.
- The information furnished above on behalf of the person(s) filing this request is true to the best of the person(s)' knowledge.

Name of Declarant

Name * Shirleen Wong

Figure 37 – Part 6: Declaration

For non-account holders, please refer to the common section (**2.2.3 Declaration**) The following buttons allow the user to cancel, save, submit or navigate between the different pages of a form.

Button Names	Button Description
	Allows the user to cancel the current operation.
	Allows the user to save the content and continue at a later time.
	Allows the user to navigate to the next page.
	Allows the user to navigate to the previous page.
	Allows the user to submit the form.

1. Contact Details). For account holders, please refer to the common section (Error! Reference source not found. **Declaration**) for details. The user will be required to enter their name.

Note:

- Name of Declarant is a mandatory field.

4.1.7 Part 7: Attachments

PART 7	
Attachment	Allowable file size : 200 MB, current file size : 0.00 MB There are no uploaded files. <input type="button" value="Remove"/> <input type="button" value="Add"/>

Figure 38 – Part 7: Attachment

1. Attachment: Click on button to attach the file.

Attachments	
File*	<input type="text"/> <input type="button" value="Browse..."/>
DocType	<input type="text" value="Please Select..."/>
Captcha	 What is BotDetect .NET CAPTCHA Control? <input type="text"/> <input type="button" value="Input Above Characters"/>

Figure 39 – Part 7: Attachment (Part 2)

2. The pop-up window will be displayed:

- i. File :

- a. Click on button to select a file from the user's computer.

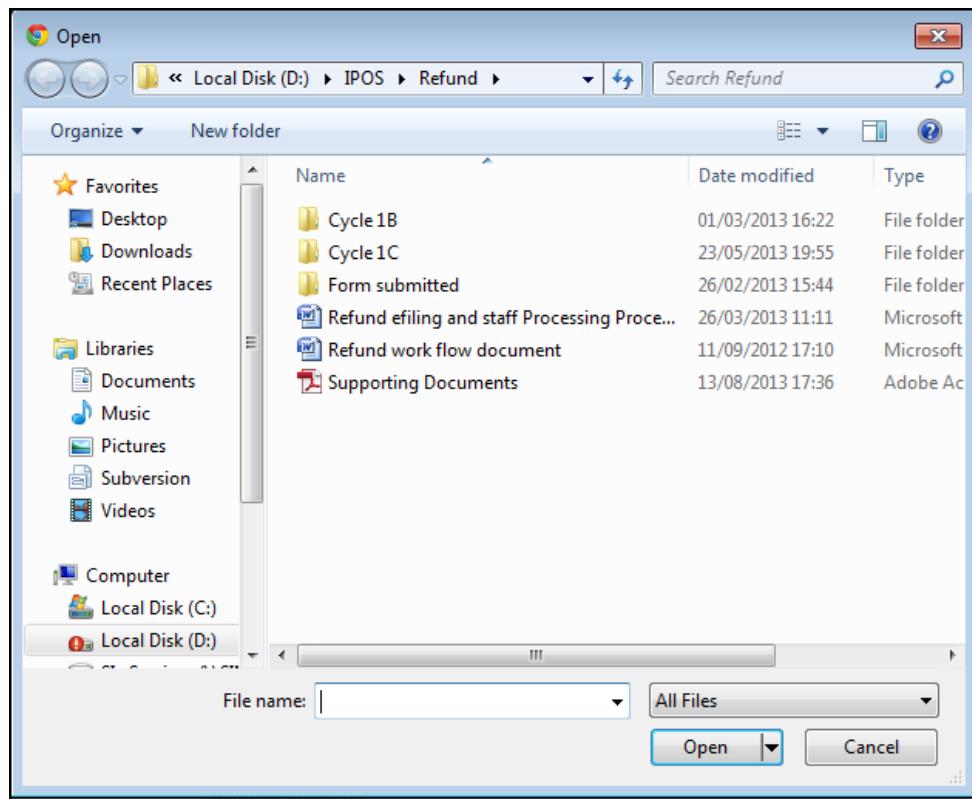


Figure 40 – Part 7: File Selection

- b. Select the file that is to be attached, and click on **Open** button.
- c. System will return to the attachment pop-up window with the selected filename populated under "File" field:

Figure 41 – Part 7: DocType

- ii. **DocType:** Select the required data.
- iii. **Captcha:** Input text that is given in captcha display.

Note:

- Captcha text is a system generated display.
- Attachment shall not be uploaded if input values do not match captcha text.

3. Click on **Cancel** button if the user wishes to cancel the current action and return to the form.
4. Click on **Upload** button to attach the selected file.

System will return to the main form and display the uploaded file:

PART 7				
Attachment				
Allowable file size : 200 MB, current file size : .05 MB				
<input type="checkbox"/>	S/No.	Document Name	Document Type	Document Size
<input type="checkbox"/>	1	Cover Letter.pdf	Cover Letter	.05 MB
<input type="button" value="Remove"/> <input type="button" value="Add"/>				

Figure 42 – Part 7: Attachment Listing

5. After adding at least one row, if the user wants to remove the error data, click on the checkbox of the error data, and click on **Remove** button. The system will remove the document accordingly.

4.1.8 Cancel Submission

1. Click on **Cancel** located at the top of the page.

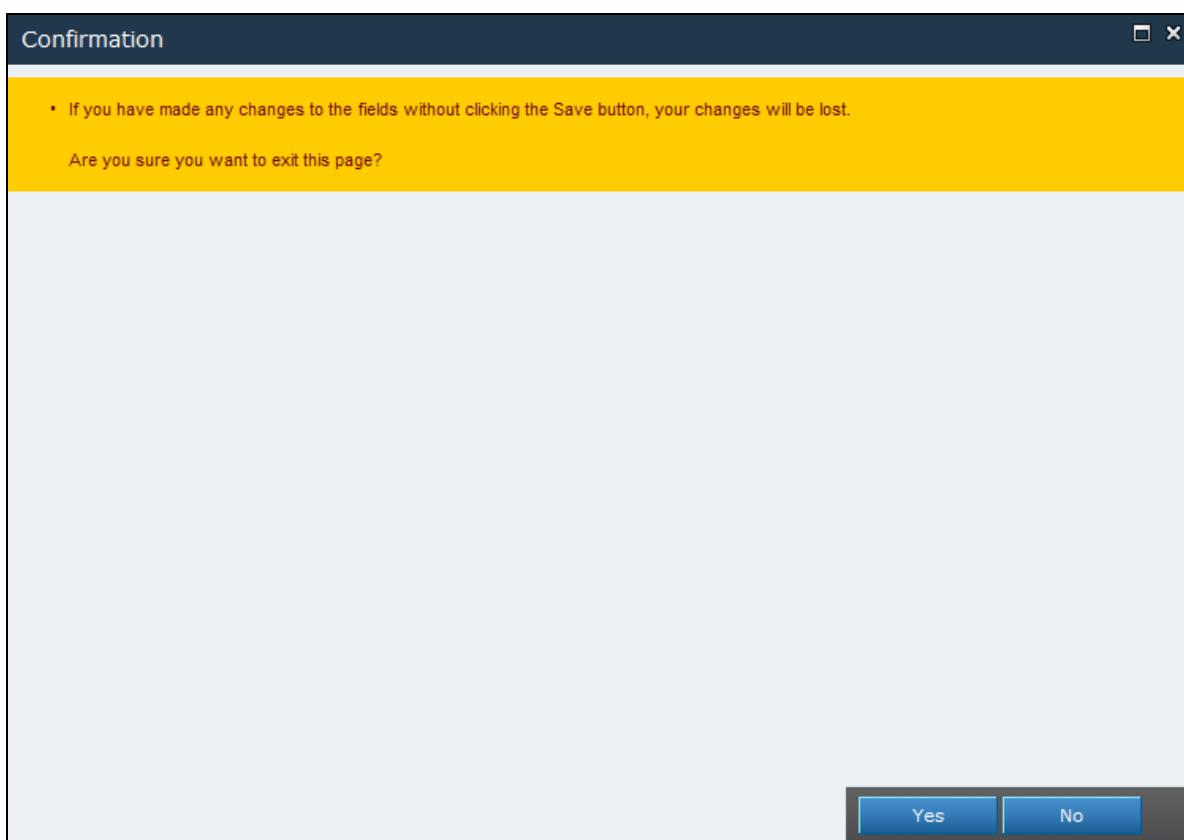


Figure 43 – Confirmation to cancel a submission

2. A pop-up window to cancel the submission will be displayed.
3. Click **Yes** to cancel the submission. Otherwise, click **No** to continue with the submission.

4.1.9 Next Button

Figure 44 – Next Button

- When the user is ready to submit the form, click on **Next** button. The system will perform a first set of validation checks to determine if all mandatory fields in the form have been entered correctly. If all mandatory fields have been correctly entered, the system will then perform a second set of validation checks against certain information specific to the application in which the form relates to. The result of this second set of validation checks will appear in the form of:
 - Error messages: The form contains one or more errors that need to be rectified before the form can be submitted.
 - Warning messages: There are one or more deficiencies in the form, but such deficiencies will not prevent the submission of the form.

Note:

- All mandatory fields should be entered before clicking **Next** button. Otherwise, the user will be prompted to enter the mandatory fields.

4.1.10 Back Button

Figure 45 – Back Button

Back

- Click on **Back** to amend any details which the user had entered. This will bring the user to the previous page.

4.1.11 Submit Button

Request for a Search and Examination Report (PF11)

Back **Save** **Submit** E-File Reference No. : E201308270041F

Pre-requisites:

a. If you are making a request under the ASEAN Patent Examination Co-operation (ASPEC) programme, please refer to the ASPEC Notice and Procedures available on IPOS's website at <http://www.ipos.gov.sg> for the documents that need to be filed together with this form.

Estimated Time:

• This form may take approximately 3 - 5 minutes to complete.

General:

a. * denotes mandatory fields.

b. Attention is drawn to sections 104 and 105 of the Patents Act, rules 90 and 105 of the Patents Rules, and the Patents (Patent Agents) Rules 2001.

c. Please note that any fee paid is not refundable.

You may wish to save or print the information on this page for future reference.

Please correct the following errors in the form:

* Warning
(1) Representation details and/or address for service on this form does not correspond with that on record.

Form Selection > **Form Filing** > Payment > Acknowledgement

PART 1
Applicant/ Agent Reference

PART 2
Application No.* PT201300154F

Figure 46 – Submit Page with warning messages

- Clicking on **Submit** will take the user to the Payment page.

4.1.12 Payment Page

- For non-account holders, please refer to the common section (2.4 **Error! Reference source not found.**). For account holders, please refer to the common section (**Error! Reference source not found. Error! Reference source not found.**) for details.

4.1.13 Payment Acknowledgement Page

Payment Status	
1	Item Description
	Request for a search and examination report
	eFile Ref. No.
	E201308270041F
	Applicant Name
	C.W.CHENEY & SONS
	Application Number
	PT201300154F
	Total Amount
	\$2,600.00
	Message
	The form has been lodged successfully.
	Details
	Details

Summary

Total Amount	\$2,600.00
Date of Payment	27/08/2013 05:48 PM
Receipt No.	R201308270026J
Payment Method	eNETS Direct Debit

Please save or print a copy of the receipt for future reference.

[Receipt](#) [Close](#)

Figure 47 – Payment Acknowledgement Page

1. Upon successful submission of Patents Form 11, an acknowledgement page will be displayed.
2. Click on **Receipt** to view or print the receipt generated.

4.1.14 Receipt Page

<p>IPOS SUMMARY RECEIPT</p> <p>Intellectual Property Office of Singapore 51 Bras Basah Road #04-01, Marlotts Centre Singapore 199554 Tel: (65) 6339 8616 Fax: (65) 6339 0262 www.ipos.gov.sg</p> <p>Receipt : R201308270026J Date / Time : 27/08/2013 05:55 PM Payer's Code : -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ITEM DESCRIPTION</th> <th>FILING REF. NO.</th> <th>APP. NO.</th> <th>AGENT/ APPLICANT REF.</th> <th>QTY</th> <th>UNIT (S\$)</th> <th>AMT (S\$)</th> </tr> </thead> <tbody> <tr> <td>PF11 : Request for a search and examination report</td> <td>E201308270041F</td> <td>PT20130015</td> <td>4F</td> <td>-</td> <td>1</td> <td>2,800.00</td> <td>2,800.00</td> </tr> </tbody> </table> <p>Payment Received – eNets Debit (S\$) 2,800.00</p> <p>Total Amount (S\$) 2,800.00</p> <p>Page 1 of 2 Generated by Public on 27/8/2013 5:55 PM</p>	ITEM DESCRIPTION	FILING REF. NO.	APP. NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S\$)	AMT (S\$)	PF11 : Request for a search and examination report	E201308270041F	PT20130015	4F	-	1	2,800.00	2,800.00	<p>IPOS DETAILED RECEIPT</p> <p>Intellectual Property Office of Singapore 51 Bras Basah Road #04-01, Marlotts Centre Singapore 199554 Tel: (65) 6339 8616 Fax: (65) 6339 0262 www.ipos.gov.sg</p> <p>Receipt : R201308270026J Date / Time : 27/08/2013 05:55 PM Payer's Code : -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">FILING REF. NO.: E201308270041F AGENT/APPLICANT REF.: -</th> <th colspan="3">DETAILED ITEM DESCRIPTION</th> <th>QTY</th> <th>UNIT (S\$)</th> <th>AMT (S\$)</th> </tr> </thead> <tbody> <tr> <td colspan="2">PF11 : Request for a search and examination report</td> <td colspan="3"></td> <td>1</td> <td>2,800.00</td> <td>2,800.00</td> </tr> </tbody> </table> <p>Payment Received – eNets Debit (S\$) 2,800.00</p> <p>Page 2 of 2 Generated by Public on 27/8/2013 5:55 PM</p>	FILING REF. NO.: E201308270041F AGENT/APPLICANT REF.: -		DETAILED ITEM DESCRIPTION			QTY	UNIT (S\$)	AMT (S\$)	PF11 : Request for a search and examination report					1	2,800.00	2,800.00
ITEM DESCRIPTION	FILING REF. NO.	APP. NO.	AGENT/ APPLICANT REF.	QTY	UNIT (S\$)	AMT (S\$)																										
PF11 : Request for a search and examination report	E201308270041F	PT20130015	4F	-	1	2,800.00	2,800.00																									
FILING REF. NO.: E201308270041F AGENT/APPLICANT REF.: -		DETAILED ITEM DESCRIPTION			QTY	UNIT (S\$)	AMT (S\$)																									
PF11 : Request for a search and examination report					1	2,800.00	2,800.00																									

Figure 48– Receipt Generated

1. The first page of the receipt is the summary receipt.
2. The subsequent page(s) of the receipt is the detailed receipt.